

MINUTES OF THE
AD HOC COMMITTEE TO SELECT DIRECTOR OF
HUMAN RESOURCES DEPARTMENT

WEDNESDAY, AUGUST 8, 2007

At a meeting of the **Ad Hoc Committee to Select Director of Human Resources Department**, held Wednesday, August 8, 2007, in the Board Library, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Lund-Chair, J. Flynn, Tocco and Vosburg.

Absent and excused was Slinde.

There being a quorum of the committee present, Chair Lund called the meeting to order at 10:07 a.m.

AGENDA

MOTION

A motion was made by J. Flynn, supported by Vosburg, to adopt the agenda, as presented. **The Motion Carried.**

UPDATE ON APPLICATIONS RECEIVED

Margaret Goodheart, Associate Vice-President of the Par Group, provided an overview (via conference call) of where the position was advertised and when the ads will appear. A recruitment profile for the position was distributed.

Chair Lund asked what the anticipated deadline will be for receiving the resumes and Ms. Goodheart replied August 24.

Commissioner Tocco asked about the cost for advertisements and how long they will run. Ms. Goodheart stated that they began July 22 and will continue until September 3. She said that she was asked to keep the cost under \$1,000 and she was able to do that. She said she will provide a copy of the advertising sources, when they ran and the cost for each. Chair Lund asked her to provide that to the Human Resources Department and they will forward to the Board.

ESTABLISH SCHEDULE FOR MEETING PROCESS

Ms. Goodheart said she will send all resumes received by the 24th to members for their review.

It was decided that the next meeting will be held on August 31 to review the resumes and determine who should be interviewed.

It was also decided that the interviews will be scheduled for September 20th in the Board Room and a tour of the County for prospective candidates could be held on the 19th.

Chair Lund raised the issue that in the past staff were part of the interview panel, but could only comment or give a recommendation and not vote on the candidate. He said that can be discussed at the next meeting.

He asked Ms. Goodheart to provide to committee members her recommended interview questions so that they can be reviewed by members and Corporation Counsel and amended as necessary. Ms. Goodheart said she will provide those questions for the August 31st meeting.

Commissioner Tocco thought it would be more appropriate for the information provided by Ms. Goodheart to be forwarded to Corinne Bedard rather than the Human Resources Department and that was agreed by committee.

ADJOURNMENT

MOTION

A motion was made by Vosburg, supported by J. Flynn, to adjourn the meeting at 10:40 a.m. **The Motion Carried.**

**Corinne Bedard
Committee Reporter**